



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY**  
U.S. ARMY RESOURCES AND PROGRAMS AGENCY  
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**HUMAN RESOURCES  
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: MILPER Policy Memorandum 00-8 Processing Personnel for Retirement**

**1. References:**

- a. DA PAM 600-8, Management and Administrative Procedures.
- b. AR 600-8-24, Officer Transfers and Discharges.
- c. AR 635-200, Active Duty Enlisted Administrative Separations.

**2. Purpose.** This memorandum provides general guidance for processing personnel for retirement.

**3. Procedures.**

a. **Disability.** Upon receipt of the Physical Evaluation Board (PEB) approval of disability, the transition center will effect necessary separation actions.

b. **Retirement for Length of Service.**

(1) **Enlisted Personnel.** Each Soldier desiring to voluntarily retire from active military service will initiate his/her request for retirement on DA Form 4187, Request for Personnel Action, IAW Chapter 12, AR 635-200. Requests will be submitted through the appropriate chain of command. After receipt of a Soldier's request, the retirement section will initiate DA Form 2339, Application for Voluntary Retirement. Particular attention will be given to ensure that all service remaining obligations are completed no later than the Soldier's last active duty day. Each Soldier must have sufficient active federal service remaining through the last active duty day to qualify for retirement. If required, the Soldier concerned must request extension of active service. If the Soldier is applying for retirement and reaches the Retention Control Point (RCP), the retirement section will approve the retirement and publish the retirement orders. Using the published retirement orders as the source document, the Retention Office will extend the Soldier on active duty. Timeframe for enlisted retirement requests is 60 days for minimum and 12 months maximum (9 months minimum for promotable MSG - CSM).

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Promotable Master Sergeants must submit paperwork within 30 days from notification of the promotable status if they want to retire and be removed from the list. If you are going to request retirement in a 60-day timeframe and desire 60 days transition leave, then you need to request the retirement 4 months out.

(2) **Officer Personnel.** Each commissioned officer, warrant officer or any enlisted Soldier who holds a reserve commission, will apply for retirement IAW Chapter 6, AR 600-8-24 (see figure 6-2, AR 600-8-24 for voluntary retirement or figure 6-3 for mandatory retirement/pre-retirement information). The timeframes for officer retirement applications is a minimum of 6 months and a maximum of 12 months. The request for approval will be forwarded to Human Resource Command (HRC) and their branch.

a. **Enlisted:** Enlisted Soldiers must be on active duty in the Regular Army and meet all eligibility requirements for retirement for length of service for 20-year retirement as prescribed in AR 635-200, Chapter 12, except as modified by HRC messages. Enlisted Soldiers must submit their request for retirement on DA Form 4187, Request for Personnel Action, IAW AR 635-200, paragraph 12-13, through their appropriate channels to the Chief, Transition Center. Requests must also include a statement that the individual has been advised not to make any firm or final commitments associated with retirement, to include jobs, housing, schooling, or movement of family or household goods prior to written approval of retirement from HRC.

b. **Officers:** Officers must be on active duty and meet all eligibility requirements for retirement for length of service of 20-year retirement as prescribed in AR 600-8-24, except as modified by HRC messages. Officers and warrant officers must submit their request for retirement IAW figure 6-2, AR 600-8-24. The subject will be "Voluntary Early Retirement", submitted through their appropriate channels to the Chief of the Transition Center. Requests must also include a statement that the individual has been advised not to make any firm or final commitments associated with retirement, to include jobs, housing, schooling, or movement of family or household goods prior to written approval of retirement from HRC. Additionally, the statement will certify that the individual understands that applying for eligibility for early retirement does not mean that the applicant will be declared eligible for approval.

4. To expedite the process involved with receiving retirement/transition point orders, each officer should submit his/her microfiche with request for retirement. For Soldiers who do not desire to provide a microfiche, the delay in receiving their retirement orders can be up to two weeks or more. To obtain the officer microfiche, it's highly recommended that the officer request a copy of microfiche from HRC Records Division.

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5. On the request for retirement memorandum, it is required to enter any Active Duty Service Obligations (ADSO) i.e. Six-month waiver, critical acquisition position, promotion and any other service obligation. If the Soldier doesn't enter his/her waiver that he/she may have in this section or in a separate memorandum, the process will be delayed in receiving their orders. In the retirement request on the last page of the memorandum, a good E-Mail address will be needed so the MPSC can send orders or any other documents via E-Mail.
6. All Soldiers are required to receive a retirement physical at maximum 4 months prior and a minimum of 1 month prior to start of permissive temporary duty and/or transition leave. Survivor Benefit Plan (SBP) counseling is required within 60 to 90 days prior to out-processing (either permissive temporary duty or transition leave). No one will be out processed without the SBP election being made and all signature(s) obtained. Law mandates that a Pre-separation Counseling Checklist, DD Form 2648, be in the Soldier's possession during final out-processing. No one will be out processed without it. The Veterans Administration representative is available for assistance with any VA entitlements.
7. This memorandum superseded MILPER Policy Memorandum 00-8, dated 22 April 2004.
8. The proponent for this policy memorandum is the Personnel Actions Division, Military Personnel Service Center, (703) 602-0803.



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